

Testing Season Quick Start Guide

Use this document to perform the necessary steps in preparing for MAP testing. There are three main updates to ensure a seamless testing season.

| | Recommended Step | Why is this so important? | Who usually does this? |
|---|---------------------------------------|---|--|
| 1 | Submit a new Class Roster File (CRF). | The CRF updates your student enrollment and must be completed in order for scores to properly report. | <ul style="list-style-type: none"> • CRF Coordinator • MAP Coordinator |
| 2 | Archive your previous term's data. | Archiving ensures that your new testing folder will have only the most current information. | <ul style="list-style-type: none"> • Technical Coordinator • MAP Coordinator |
| 3 | Populate a new testing folder. | This ensures test scores are captured accurately. | <ul style="list-style-type: none"> • Technical Coordinator • MAP Coordinator |



Don't forget! In order to use TestTaker, the locally logged in user must have **Full Control** access (Read, Write, Modify, Create) to the network testing folder.

In order to run the Test Administration Application (TAA), the locally logged in user must be a **Local Administrator** of the computer.

1

Submitting a New CRF/SPF

The Class Roster File (CRF) determines which students will be available for testing. This file is the only way that Teacher accounts are created. You may also include the optional Special Programs File (SPF), which allows you to specify which students are in which special program(s) for the purposes of percentage-based reporting.

Once submitted, **each CRF/SPF takes up to 14 days for NWEA to process**. When complete, your district will receive an email notification alerting you that the new term's data is ready to be downloaded.

2

Archiving

We recommend archiving your testing data each term to avoid data corruption. After the CRF/SPF are processed, your district can then begin downloading the most current data into a clean, empty NTE folder for testing.

To archive data:

1. Create an archive NTE folder on your network, *not* within the NTE folder
2. Cut and paste the **Students** and **TestEvents*** folders into the new folder
3. Cut and paste **all files** with the **exception** of the Test.cdx, Test.dbf, and Test.fpt into the new folder

The following items should remain in the NTE:

- The **Test.cdx**, **Test.dbf**, and **Test.fpt** files
- The **Tests**, **Audio****, and **Updates** folders
- **TestTaker** folder (optional, if the application is installed on server)



*****Note:** The **Tests** folder and three files (**Test.dbf**, **Test.fpt**, **Test.cdx**) are the test packages. This archiving process assumes test packages are being recycled between terms—however, please note that **new test packages must be downloaded at the beginning of each academic school year to ensure alignment with state standards and the most recent test updates.**

Populating the NTE

Download your MAP data into your empty NTE folder using the Test Administration Application (TAA). Each term, your district will need to download:

- Agency Data
- Student Data
- Test Packages***

Please Note:

- The test package download will display a progress of 1% throughout the duration of the download. Please allow the download process to complete on its own without interruption. The test packages download first to the local user's C:\WINDOWS\system32\Packages folder. Browsing to this folder and using the F5/Refresh functionality allows you to monitor the growth of the file size to ensure downloading is continuing.
- Windows® Vista and Windows 7 users must disable User Account Control when using TAA.
- Local and district firewalls may need to be disabled during the download.
- If installing TestTaker to the same network share as the testing data, ensure the TestTaker application has a dedicated, separate folder.

A complete NTE folder contains the following:

- **Students, Tests, and Updates** folders
- Collection of loose files
- **Audio** folder**

* The TestEvents folder exists only for users of TestTaker 7 or higher.

** The Audio folder applies to districts giving MAP™ for Primary Grades or MAP™ Math with Spanish Audio tests.

***Test packages must be updated at the beginning of the academic year.